

**POSITION DESCRIPTION
COUNTY OF BARTHOLOMEW, INDIANA**

POSITION: Assistant Veteran's Officer
DEPARTMENT: Veteran's Services
JOB CATEGORY: PAT
WORK HOURS: As assigned

DATE WRITTEN: July 2019 STATUS: Part-time
DATE REVISED: FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in the document are representative of the knowledge, skill, and/or ability required. Bartholomew County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Assistant Veteran's Service Officer for Bartholomew County Veteran's Service, responsible for supporting the Veteran's Service Officer in the performance of their duties and serving as liaison to service groups and public communications.

DUTIES:

- Periodically provides services in various locations to accommodate special needs of clients, including hospitals, detention facilities, nursing homes and residences.
- Maintains frequent communication with Indiana Department of Veterans Affairs (IDVA) personnel to determine appropriate procedures and actions, and/or assists in resolving issues.
- Assists Veteran's Service Officer and perform duties according to local, state and federal rules, regulations, and policies and procedures.
- Assists with office related issues, meetings, and serves as liaison to service groups and public communications.
- Perform assigned duties.

I. JOB REQUIREMENTS:

- Honorably discharged veteran of one of Armed Forces of the United States.
- A citizen of the United States for at least five years.
- A citizen of State of Indiana for at least five years.
- Must meet requirements of Indiana code.
- Must be ability to satisfactorily complete oral and written examination for certification/recertification.
- Basic knowledge in English, spelling, grammar, and punctuation and the ability to prepare correspondence and other documents.
- Knowledge of basic filing systems and the ability to maintain organized files and records.

- Ability to assist the Veteran's Service officer and perform duties according to local, state and federal rules, regulations, policies and procedures.
- Ability to properly operate standard office equipment, such as a computer, copier, calculator, fax machine and telephone.
- Ability to effectively communicate orally and in writing with co-workers, other county personnel, veterans, their spouses, dependents and/or survivors, IDVA personnel, benefit and community service agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.
- Ability to comply with all employer and department policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to prepare and make public speaking presentations.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions.
- Ability to work alone with minimum supervision, often under time pressure.
- Ability to understand, memorize, retain and carry out written and oral instructions and present findings in oral or written form.
- Possession of a valid driver's license and demonstrated safe driving record and the ability to provide own transportation as needed.

II. DIFFICULTY OF WORK:

Incumbent assists with duties according to state and federal rules, regulations, policies, and procedures, exercising independent judgement in interpreting many variables as to applicable benefits and application procedures.

III. RESPONSIBILITY:

Incumbent applies standard practices of the profession in providing assistance to clients and ensuring the timely completion of forms and applications. Work is primarily for appropriate direction of assigned operations and compliance with legal requirements.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county personnel, veterans, their spouses, dependents and/or survivors, benefit and community service agencies, IDVA personnel and the public for the purpose of exchanging information, explaining and interpreting policies and procedures, and resolving problems.

Incumbent reports directly to the Veteran's Service Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of their duties in a standard office environment, involving sitting/walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, speaking clearly, and hearing sounds/communication. Incumbent periodically drives or travels in a vehicle to assist clients in their homes and other locations.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Assistant Veteran's Officer for the Bartholomew County Veteran's Service describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outline?

Yes _____ No _____

Applicant/Employee Signature

Date

Print/Type Name